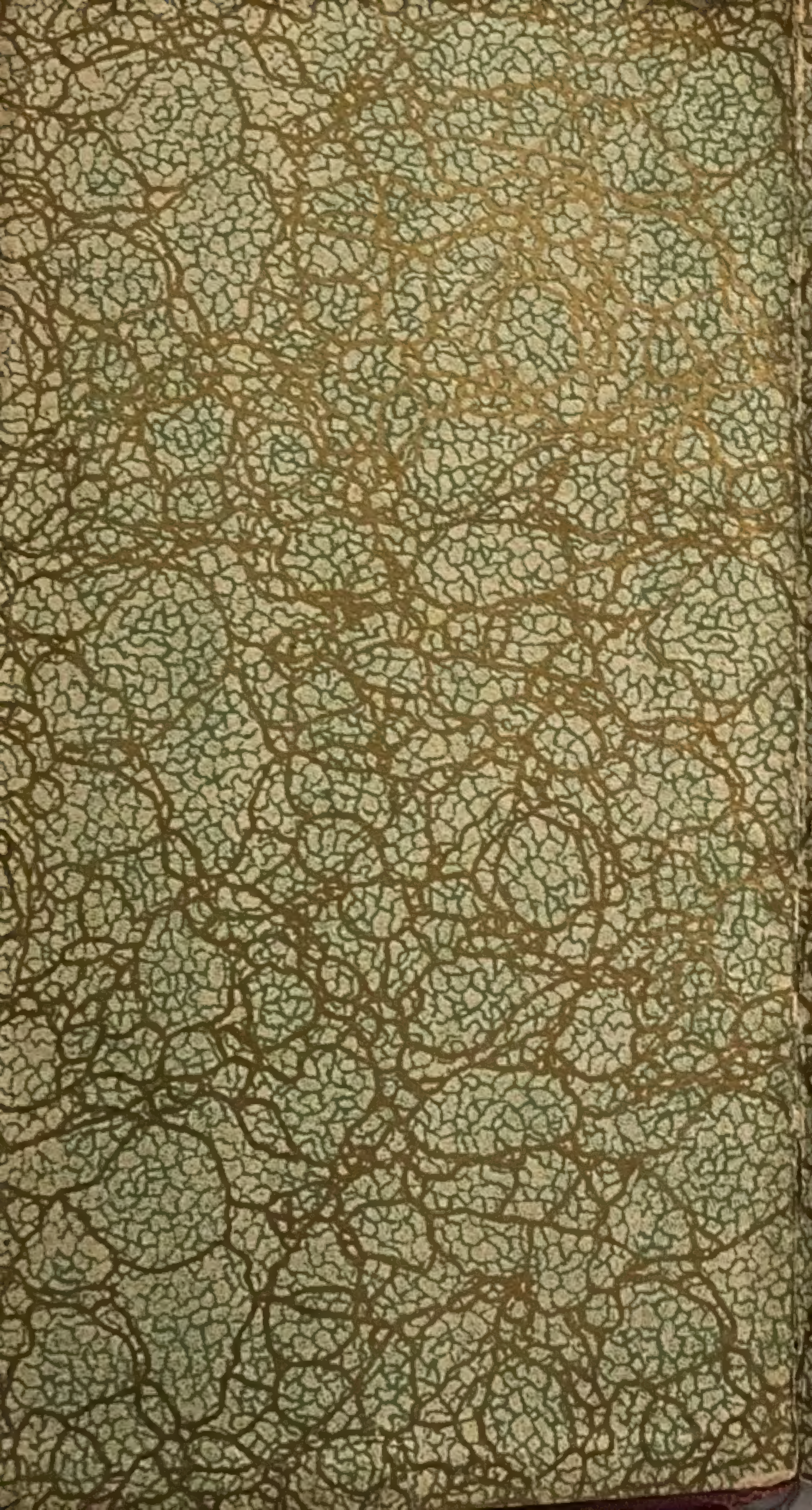
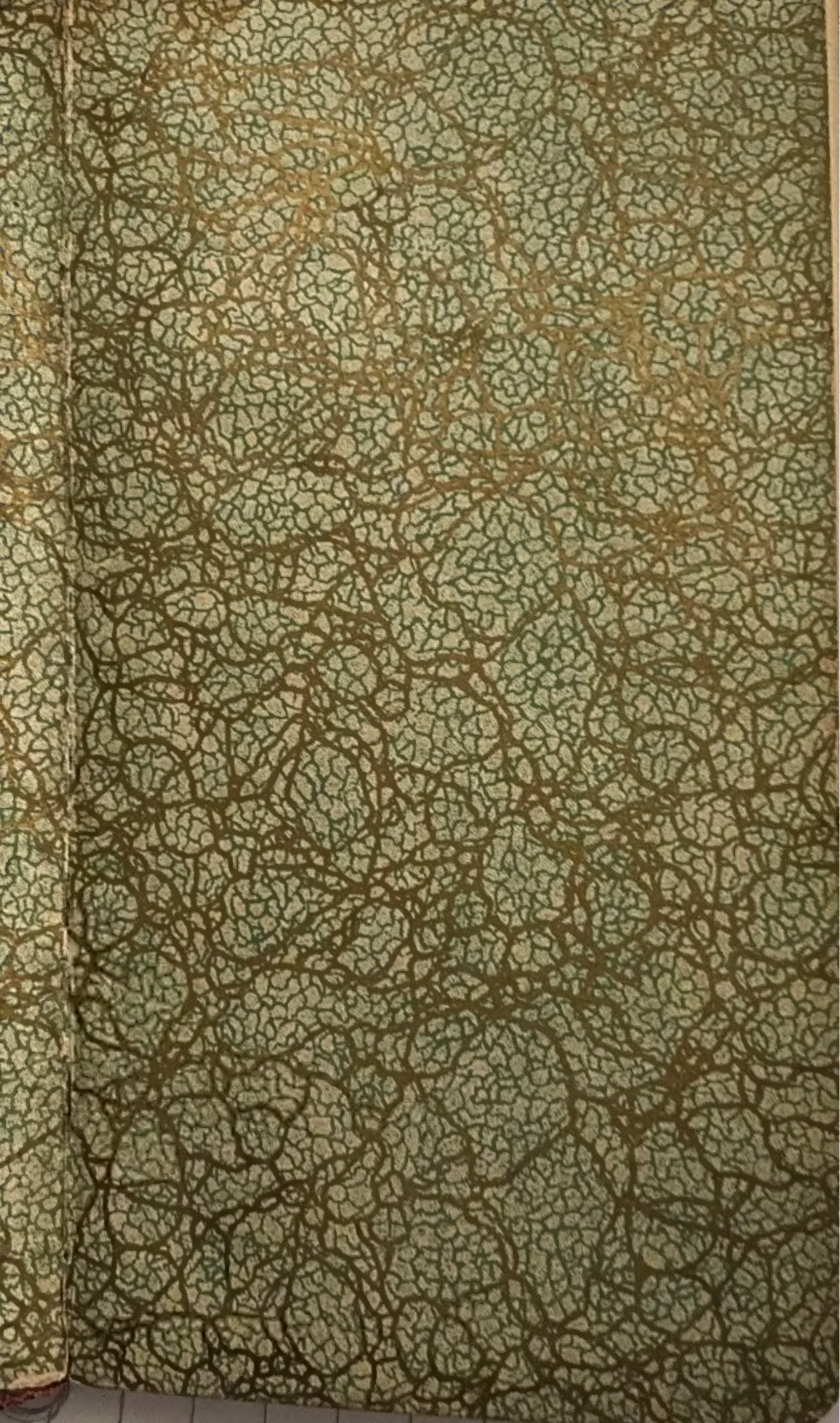


Gregg Shorthand
Phrase Book





GREGG SHORTHAND

PHRASE
BOOK

BY

JOHN ROBERT GREGG



SECOND EDITION

CHICAGO

THE GREGG PUBLISHING COMPANY

1904

Ellen P. Biddle

COPYRIGHT, 1902
BY
JOHN R. GREGG

PREFACE

The plates of the first edition of the Gregg Shorthand Phrase Book were lost in the disastrous fire which destroyed my school and offices about two years ago. As the fire occurred before the first edition of the Phrase Book had been exhausted, copies of the book have been in great demand ever since, and not a day passes in which I do not receive inquiries about it. I am therefore assured that this revised edition will be cordially welcomed by writers of the system.

The purposes of the book are explained in the following quotations from the first edition:

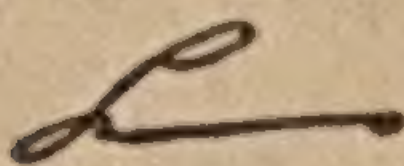
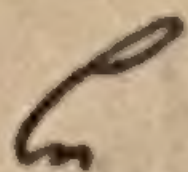
So much has been said in praise of phrase-writing that it does not seem necessary to dilate further on the subject. Owing to the absence of position rules, the continuous, lineal character of the writing, the infrequency of obtuse angles, and the distinctiveness of the word forms, there is practically no limit to phrase-writing in this system. In compiling this book, however, I have aimed to make it thoroughly *practical*, and have not included such simple, obvious phrases as *of the*, *for the*, etc., nor the picturesque combinations sometimes seen in the note-books of ingenious students, but which are never used in the exigencies of actual note-taking. Many of the phrases in these lists have been taken from the note-books of practical stenographers engaged in all lines of business, while others have occurred to me in giving dictation from business correspondence, testimony, legal papers, speeches, etc.

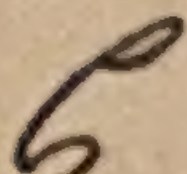
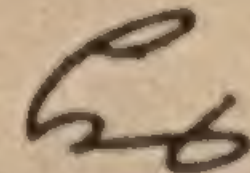
The stenographer should select and practice such phrases as are likely to be of service to him in his particular line of work. To a stenographer in an insurance office the phrase *Assistant General Passenger Agent* would be of as little value as *endowment policy* would be to a railroad stenographer. It would be a waste of time to practice phrases that are not likely to be useful.

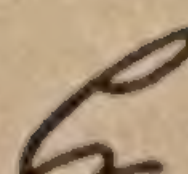
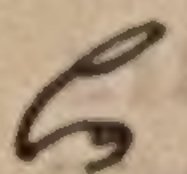
In preparing this edition I have carefully revised the lists, improving the outlines in many cases, and adding many useful phrases which have occurred to me since the first edition was published, or which have been suggested by writers and teachers of the system. The shorthand forms were written under my direction by Miss Pearl A. Power, and the cuts were made separately from the letter-press, thus securing greater distinctness. The book has been made up in a size convenient for the pocket, and I sincerely hope it will prove helpful to all writers of Gregg Shorthand.

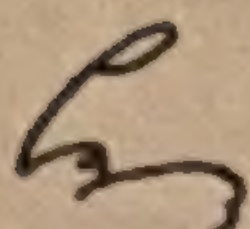
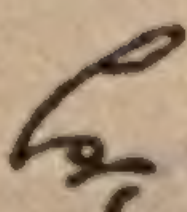
JOHN ROBERT GREGG.


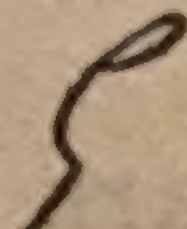
Chicago, January, 1902.


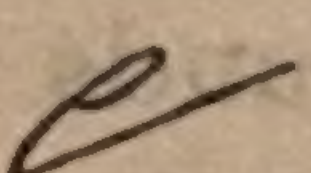
  about how many
about the world

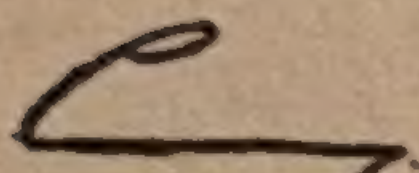

  about this
about this matter

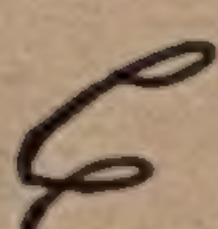
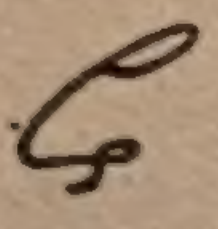
  about this thing
about these


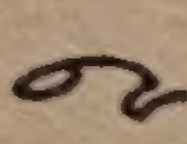
  about these goods
about these things



  about those
about which



  above all
above date



  above mentioned
above named

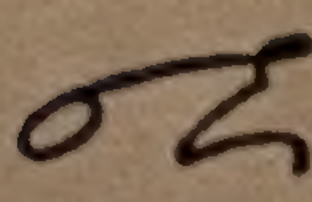
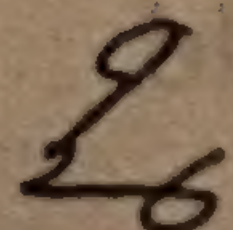
  above named place
absolutely necessary

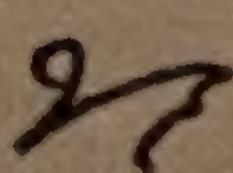
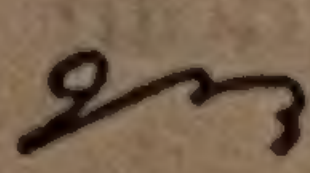
  abstract of title
accept thanks

  according to
according to my

 acknowledge receipt of your
favor
 acknowledge receipt of your
letter

 acknowledge receipt of your
esteemed favor
 acknowledge receipt of your
esteemed letter

  Adams Express Company
adjust the matter

  after dinner speech
after due consideration

after many days
again and again

a dollar
a hundred

a hundred dollars
a hundred pounds

a million
a million dollars

a thousand
a thousand dollars

a thousand pounds
all alone

all along
all day

all in all
all information

all matters
all may be

all means
all men

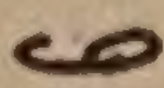

all my
all my attention


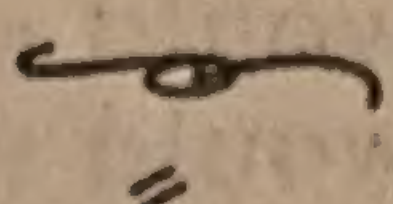
all my time
all necessary attention


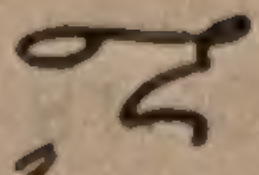
all necessary information
all of which

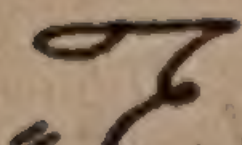

all orders
all over the world


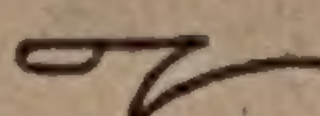
all over the country
all over the kingdom



  all right
all round



  all there is to say
Almighty God



  A. M.
American Express Co.


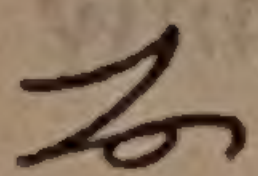
  American people
amount of commission

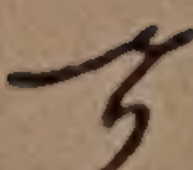
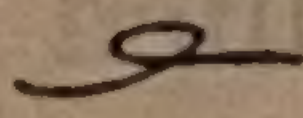
  amount of premium
ample time



  and above all
and also


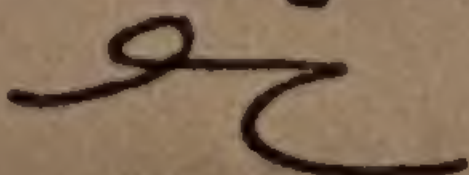
  and am
and assure you

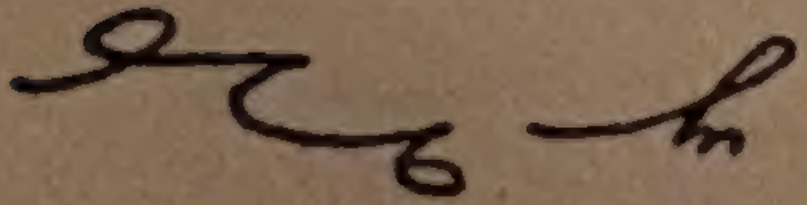

  and assure you that
and forward


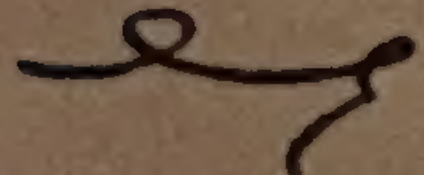
  and have been
and have taken



  and hope you have received
and I am

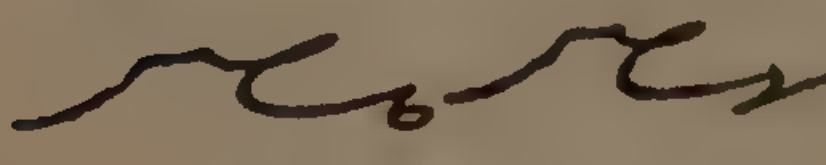
  and I am glad
and I am glad to say


  and I am glad to see
and I am pleased


  and I am pleased to say
and I assure you


  and I have
and I will expect

  and I was
and in reply

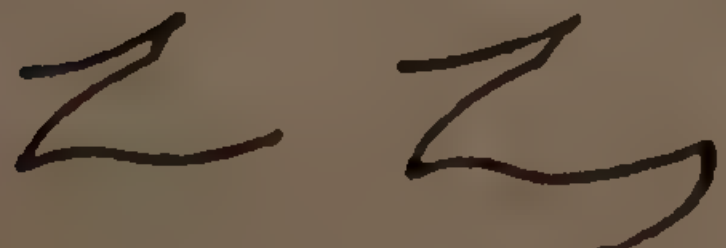
 and in reply will say
and in reply will state


 and in reply would say
and in reply would state

 and noted
and oblige, Yours respect-
fully,


 and oblige, Yours truly,
and oblige, Yours very truly,


 and return
and shall be


 and shall be glad
and shall be glad to have


 and shall be glad to have
your order
and so forth,


 and so on
and which certainly

 and which may
and will be credited


 and will be governed
and will be guided



 annual report
answering your favor



 answering your letter
any more

 any one else
any other thing



 any thing else
are you familiar



 are you in favor
are you willing to swear



  as a matter of course
as a matter of fact



  as a matter of form
as a matter of law



  as a rule
as early as



  as early as possible
as far as



  as far as the
as far as it lies



  as far as possible
as far as that


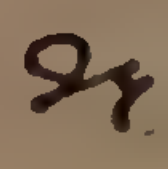
  as far as this company
as far as this department



  as far as you can
as fast as



  as follows
as good as



  as great as
as I said before

  as it has been
as it has been done

  as it is
as it was

  as it will be
as large as

  as large as possible
as long as

  as long as possible
as low as

as low as possible
as many as

as many as possible
as might have been

as much as
as much as possible

as near as
as near as can be

as near as can be done
as near as (I) can

as near as (I) can judge
as near as you can

as near as I can remember
as near as I could judge

as near as possible
as near as they can

as near as you are able
as near as you can tell

as per order
as per our



as per your order
as quick as


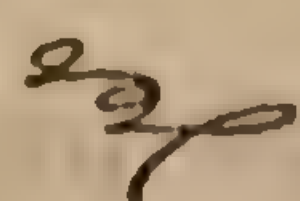
as quick as possible
as quickly as possible



as rapidly as possible
Assistant General Manager



Assistant General Superin-
tendent
as soon as



as soon as possible
as soon as you are able



  as soon as you can
as soon as you know



  as stated
as the case may be



  as there were
as you are aware



  as you did not expect
as you know


  as you may desire
as you will



  as you will find
as you will see



  as you wish
as you would



  as you would find
as we find



  as we found
as we have not



  as we know
as well as



  Assistant General Freight
Agent (A. G. F. A.)
Assistant General Passenger
Agent (A. G. P. A.)



  Assistant Superintendent
associated press



  at all
at all events

  at all times
at a loss



  at an early date
at an early day



  at any future time
at any rate



  at any time
at any time and place


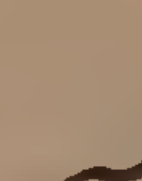
  at any time or place
at as early a date as possible



at first
at first sight



  at hand
at length

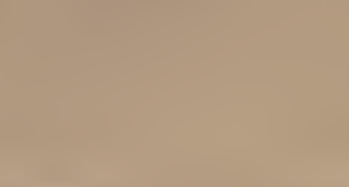

  at once
at our expense

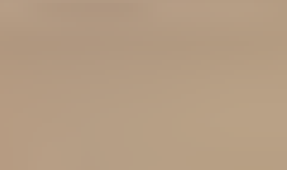

  at owner's risk
at some time

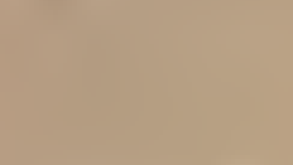

  at that time
at their


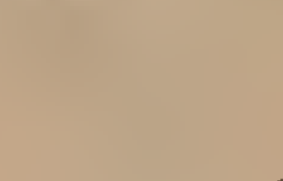
  at the earliest possible mo-
ment
at the last session



  at the present day
at the present minute



















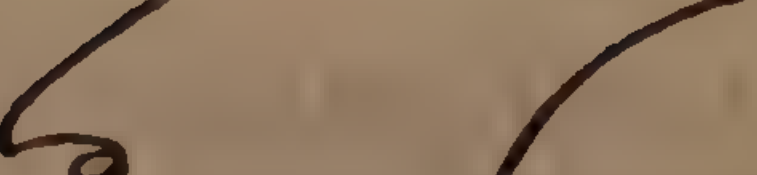
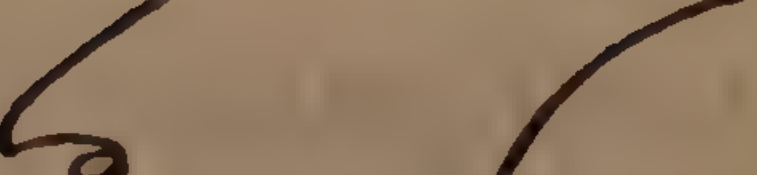








  at the present moment
at the present session

  at the present time
at the rate of



  at the request of
at the same time

  at the time and place
at this end



  at this end of the line
at this stage of the case



	at this time
	attorney at law
	Attorney General
	at which time
	at which time and place
	at which you think
	at your convenience
	at your early convenience
	at your earliest convenience
	at your earliest possible convenience
	at your very earliest convenience
	baggage master
	balance of account
	balance sheet
	ballot box
	Baltimore & Ohio
	bank draft
	bank note
	be careful
	before and after
	be good enough
	being duly sworn and examined
	being first duly sworn and examined
	be it known
	be it remembered
	be kind enough
	be known
	be sure



		better judgment best attention
		Big Four bill of exceptions
		bill of exchange bill of lading
		bill of particulars bill of sale
		blessing of God board of commissioners
		board of directors board of education
		board of health board of management
		board of managers board of trade
		bond and mortgage bring to your attention
		brother-in-law brought forward
		brought to your attention business correspondence
		business men but this is a case
		but this is a question but this is not so
		but this is not the case by all means
		by and between by and by



  by an early mail
by any means



  by mail
by means



  by next mail
by no means


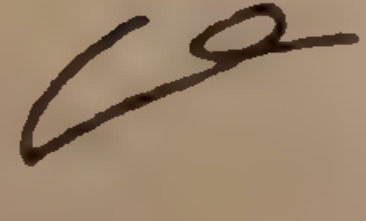
  by return mail
by same mail



  by telephone
by that time



  by the plaintiff
by these presents



  by the way
by this day's mail

  by this mail
by this means



  by this time
by to-day's mail



  by which
by which it is

  by which means
by which they are

  by which they will
by which you will see

  by wire
by your

  by your letter
called for the defendant

  called for the plaintiff
call his attention

	call upon call upon him
	call upon me call upon my
	call upon our call upon them
	call upon you call your attention
	came duly to hand came to hand
	Canadian Pacific cannot accept
	cannot account cannot answer
	cannot expect cannot possibly
	cannot say cannot see
	can you give can you not say
	can you recollect can you recollect whether or not
	can you remember can you remember whether or not
	can you state can you think
	can you think of anything careful attention
	careful consideration car load

car load lot
car load shipment

case of this kind
Central Criminal Court

certificate of deposit
Chairman of the Committee

Chamber of Commerce
Chancellor of the Exchequer

Chancery Court
Chancery Division

chattel mortgage
Chicago & Alton

chief clerk
chief engineer

circuit court
circular letter

circumstantial evidence
city, county and state

City of Boston
City of Chicago

City of London
city ordinance

civil engineer
civil law

civil service
civil service reform

come to the conclusion
Common Council

condition of things
come to hand



2a T.	confirming our wire Conservative party
v z	considerable attention considerable importance
z z	constitute and appoint Constitution of the United States
v z	contents noted contention on the part of the plaintiff
v x	could be able counsel for defendant
v z	counsel for defense counsel for plaintiff
z z	counsel for prisoner counsel for the prosecution
z z	counselor at law County Council
z z	course of business Court of Appeals
z z	Court of Bankruptcy court of justice
z z	Court of Sessions courts of justice
z z	credit memorandum C. R. I. & P.
z z	cross-examination day after day
z z	day before yesterday day or so
z z	day or two day or two ago

  days ago
days' sight

  day time
Dear Madam



  Dear Miss
Dear Mr.

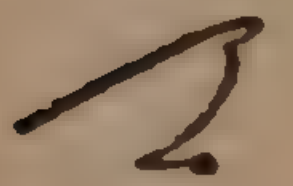

  Dear Mrs.
Dear Sir



  Dear Sirs
deed of settlement


  defendant's testimony
Democratic party



  describe to the jury
descriptive catalog

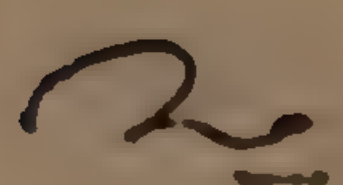

  did you examine
did you have



  did you have any
did you have anything


  did you make
did you mention


  did you not expect
did you receive


  did you see
did you see plaintiff


  different creditors
different times


  direct examination
direct tax


  discount for cash
distinct understanding


 distinctly remember
distinctly understood


 District Attorney
does not allow


 does not suggest
don't you know


 don't you remember
don't you think

 do you call
do you intend


 do you know
do you know the defendant


 do you know the plaintiff
do you know whether

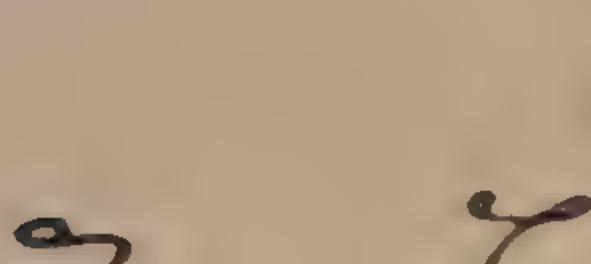
 do you know whether or not
do you mean to say


 do you remember
do you state

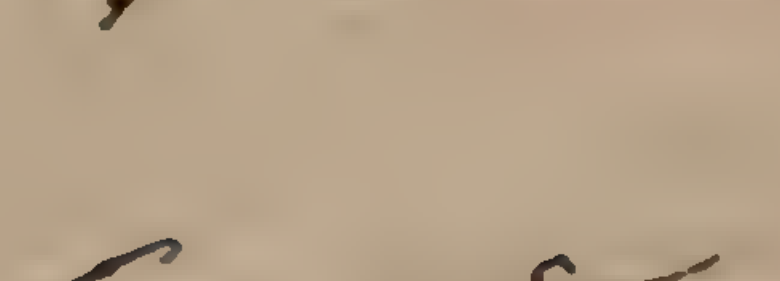
 draw on us
draw on you

 dry goods
dry goods department

 duly to hand
early attention

 early information
early reply

 eastern division
economical manner

 Education department
Electric Company

		enclosed find
		enclosed find check
		enclosed find money order
		enclosed find receipt
		enclosed find statement
		enclosed herewith
		enclosed herewith please find
		enclosed please find
		end of the line
		endowment policy
		esteemed favor
		esteemed order
		ever since
		every attention
		everybody else
		every day or two
		every one
		every way
		examination in chief
		examine this
		Executive Committee
		executors, administrators
		and assigns
		expecting to hear from you
		expecting to hear from you soon
		express cars
		express charges
		Express Co.
		express money order

h c

facts of the case
fellow-citizens

fe de

few days
few days ago

fh dh

few hundred
few hundred dollars

fem dem

few minutes
few minutes ago

fem dem

few moments
few moments ago

fem dem

few months
few months ago

fw dw

few weeks
few weeks ago

fd dh

find enclosed
fire insurance

fd dh

fire insurance company
first class

fem dem

first class condition
first class manner

fi f

first instant
First National Bank

fi f

first question
first place

fi f

first rate
first stage

fi f

first time
f. o. b. cars

fem dem


following morning
for a certain length of time


- for a certain purpose
for a certain time
- for a considerable length of time
for a considerable time
- for a considerable number
for a day
- for a day or two
for a few days
- for a few minutes
for a few moments
- for a few months
for a few weeks
- for a good many
for a long time
- for a long time past
for a long time to come
- for a minute
for a moment
- for and in consideration
for a number of years
- for any length of time
for certain reasons
- for collection
for different reasons
- for example
for instance
- for it is evident
for last month
- for last week
for many years


	for many years to come
	form of agreement
	form of government
	for more than
	for my own part
	for next month
	for next season
	for next week
	for next year
	for other purposes
	for quite a long time
	for quite a long time to come
	for quite a while
	for said purpose
	for sale
	for several reasons
	for some cause
	for some cause or other
	for some considerable time
	for some time
	for some time past
	for some time to come
	for some years
	for that reason
	for that time
	for the fact
	for the first time
	for the last
	for the last month
	for the last time


<i>he</i>	<i>he</i>	for the last week
<i>he</i>	<i>he</i>	for the last week or two
<i>he</i>	<i>he</i>	for the last year
<i>he</i>	<i>he</i>	for the most part
<i>he</i>	<i>he</i>	for the next week or two
<i>he</i>	<i>he</i>	for the past
<i>he</i>	<i>he</i>	for the past week or two
<i>he</i>	<i>he</i>	for the present
<i>he</i>	<i>he</i>	for the purpose
<i>he</i>	<i>he</i>	for the same reason
<i>he</i>	<i>he</i>	for these goods
<i>he</i>	<i>he</i>	for the time being
<i>he</i>	<i>he</i>	for this case
<i>he</i>	<i>he</i>	for this cause
<i>he</i>	<i>he</i>	for this class
<i>he</i>	<i>he</i>	for this company
<i>he</i>	<i>he</i>	for this consideration
<i>he</i>	<i>he</i>	for this month
<i>he</i>	<i>he</i>	for this reason
<i>he</i>	<i>he</i>	for this season
<i>he</i>	<i>he</i>	for this time
<i>he</i>	<i>he</i>	for this week
<i>he</i>	<i>he</i>	for which accept thanks
<i>he</i>	<i>he</i>	for your city
<i>he</i>	<i>he</i>	for your own account
<i>he</i>	<i>he</i>	free of charge
<i>he</i>	<i>he</i>	freight agent
<i>he</i>	<i>he</i>	from day to day
<i>he</i>	<i>he</i>	from him
<i>he</i>	<i>he</i>	from hour to hour

	from month to month from our agent
	from our letter from season to season
	from some cause from the fact
	from them from this station
	from year to year from you
	General Agent (G. A.) General Freight Agent (G. F. A.)
	General Manager (G. M.) General Superintendent
	gentlemen of the jury give me
	glad to hear from you God Almighty
	good deal good enough
	good many go on
	go on and answer go on and state
	go on and state to the jury Grand Jury
	Grand Trunk Great Britain
	Great Britain and Ireland great importance

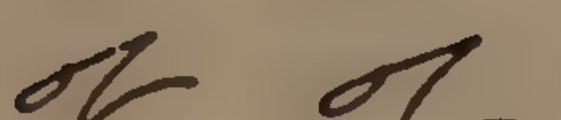
 greatly oblige, Yours truly
great men


 great nation
great number


 great pleasure
great while


 Gregg Shorthand
Gregg System


 Gregg Writer
had been


 had been done
had been given


 had better
had there been


 half done
hand in hand


 has been done
has been given


 has been known
have been able

 have given
have mentioned

 have not been
have not received

 have you mentioned
have you been

 have you seen
hear from you

 hear from you again
hear from you at an early
date

2 *2* hear from you soon
he is known

g *2* he is said
he is well known

7 *5* he must be
he says

g *2* heirs, executors, adminis-
trators and assigns
here and there

— *7* here mentioned
herewith please find

L *7* herewith please find en-
closed
herewith please find state-
ment

7 *7* High Court of Justice
High Courts of Justice

7 *6* hither and thither
hope to be able

7 *7* hoping this will be
hoping this will be satisfac-
tory

7 *7* hoping to hear from you
hoping to hear from you
again

7 *7* hoping to hear from you
soon
hoping to receive

7 *7* hoping you will favor
hoping you will find

7 *7* House of Commons
House of Lords

ay om

House of Representatives
how do you know

om om

how do you remember
how long

avay

how long a time
how long have you been

oz oz

how long have you known
how long have you known
him

om om

how many
how many of them

om om

how many years ago
how much money

ol om

how to do
I agree

ol ol

I always
I am advised

ol om

I am afraid
I am at a loss

om om

I am at a loss to know
I am at a loss to say

om om

I am at a loss to see
I am aware

ol ol

I am concerned
I am confident

om om

I am directed
I am disposed

ol ol

I am favored
I am going to say

ol ol

I am happy to say
I am in a position

I am in possession
I am in receipt of your es-
teemed favor

I am in receipt of your es-
teemed letter
I am in receipt of your es-
teemed order

I am in receipt of your fa-
vor
I am in receipt of your let-
ter

I am in receipt of your or-
der
I am now

I am obliged
I am of the opinion

I am opposed
I am pleased

I am pleased to be able
I am pleased to hear

I am pleased to know
I am pleased to learn


I am pleased to note
I am pleased to say


I am pleased to state
I am prepared


I am quite willing
I am rather


I am requested
I am right


I am sorry
I am sorry to hear


 I am sorry to learn
I am sorry to say


 I am sure
I am sure it must be

 I am sure it will be
I am surprised


 I am to-day
I am unable

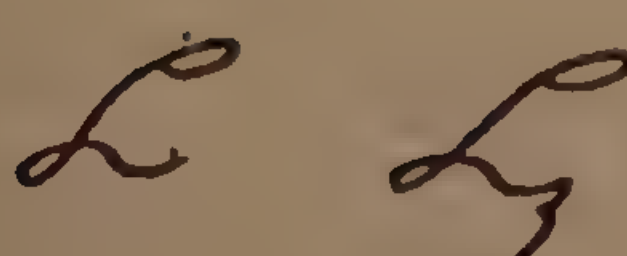
 I am, Very respectfully
I am very sorry


 I am, Very truly yours
I am, Yours respectfully


 I am, Yours truly
I am, Yours very truly

 I am wrong
I ask that

 I begin to hope
I begin to think

 I beg to acknowledge receipt
I beg to acknowledge receipt of your esteemed favor

 I beg to acknowledge receipt of your esteemed letter
I beg to acknowledge receipt of your esteemed order

 I beg to acknowledge receipt of your favor
I beg to acknowledge receipt of your letter

I beg to acknowledge receipt of your order
I beg to advise

I beg to call your attention to the fact
I beg to enclose

I beg to hand
I beg to say

I beg to thank you
I believe

I believe there was
I call your attention to the fact

I can assure you
I cannot possibly

I cannot remember
I cannot say

I cannot see
I can say

I can see
I can't say



I can't see
I can't remember



I confirm
I could be able



I could not be able
I dare say



I desire to call your attention to the fact
I do not


I do not believe
I do not care



  I do not consider
I do not deny



  I do not judge
I do not know



  I do not like
I do not propose


  I do not recollect
I do not refer



 I do not remember
I do not say



  I do not see
I do not think



  I do not understand
I do not want

  I do not wish
I do not write

 I don't believe
(See other phrases under
"I do not.")

  I duly received
I enclose

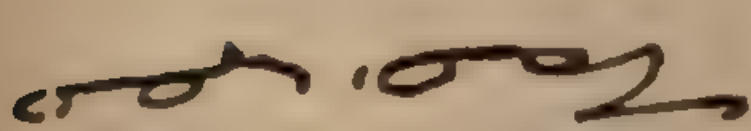

  I enclose account
I enclose copy



  I enclose statement
I enclose statement of ac-
count

  I expect
I feel sure



  I find
I forward

		I had I had been
		I have been I have been able
		I have been told I have done
		I have done so I have done this
		I have given I have laid before
		I have listened I have marked
		I have no desire I have no doubt
		I have not been able I have received
		I have said I have the honor
		I have the honor to be I have to-day
		I have to thank you I have your favor
		I have your letter I have your order
		I hope it will be I just received
		I know their I may be
		I may be able I may be told


 I may go
 I may hear from you

 I may mention
 I may not be able


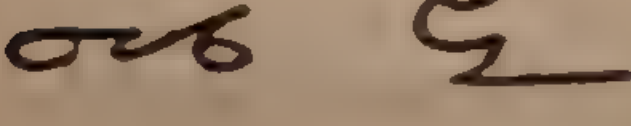
 I may say
 I meant



 I might have
 I might have been



 I move that
 I must ask


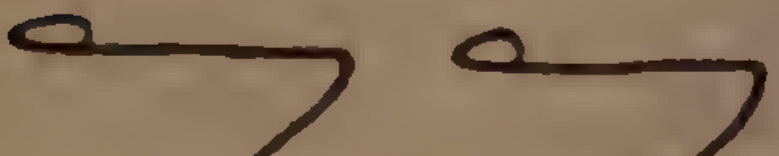
 I must ask you
 I must confess



 I must give
 I must say



 I note what you say
 I presume

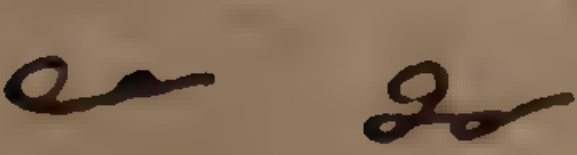

 I quite believe
 I regret to say



 I remain, Yours respectfully
 I remain, Yours truly

 I remain, Very respectfully
 I remain, Very truly

 I remain, Very truly yours
 I remember

 I remember that time
 I remember the time

 I return
 I send herewith

 I send letter
 I send receipt

2 2m

I send you
I send you enclosed

2 2m

I send you statement
I send you to-day

2 2m

I shall be
I shall be able

2 2m

I shall be glad
I shall be glad to forward

2 2m

I shall be glad to have
I shall be glad to hear

2 2m

I shall be glad to know
I shall be glad to receive

2 2m

I shall be glad to see
I shall certainly

2 2m

I shall institute
I shall institute proceedings

2 2m

I shall not be able
I shall not pass

2 2m

I shall send you
I shall take

2 2m

I should be able
I should be glad

2 2m

I should be glad to forward
I should be glad to have

2 2m





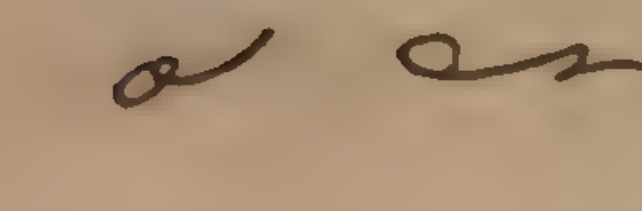











I should be glad to hear
I should be glad to know

2 2m

I should be glad to see
I suppose

2 2m

I take pleasure
I think

	I think it will be
	I think this is the
	I think this will be
	I told him
	I told them
	I told you
	I want
	I want to know
	I went
	I will ask
	I will ask you
	I will be able
	I will inform him
	I will inform them
	I will inform you
	I will let you know
	I will not be able
	I will only
	I will send you
	I wish to call your attention to the fact
	I would advise
	I would be able
	I would be pleased
	I would be pleased to hear
	I would like to have
	I would like to know
	I would like to see
	I would like to sell
	I would not be able
	I would not be sure

		I would say I wrote you
		if at all if I could be
		if it be if it is
		if it were not if it were possible
		if possible if they are
		if they are not if this is satisfactory
		if we do not hear if we do not hear from you
		if you are in favor if you can
		if you desire if you do not
		if you do not care if you do not hear
		if you do not know if you do not write
		if you do not write him if you do not write me
		if you do so if you do this
		if you find if you give
		if you give me if you have

if you have not
if you will

if you will favor
if you will make

if you will oblige
if you will only

if you wish
if you would

if you would only
Illinois Central

illustrated catalog
immediate acceptance

immediate attention
immediate consideration

immediate reply
in accordance with

in accordance with my
in accordance with our

in addition to that
in addition to the

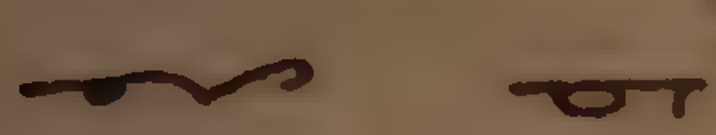
in addition to this
in all cases


in all matters
in all respects


in a day or two
in a few days


in a few minutes
in a few moments


in a few months
in a few weeks



 in a week or two
in answer to

 in answer to the question
in answer to yours


 in answer to your favor
in answer to your letter


 in a systematic manner
in behalf


 in behalf of the defendant
in case you think


 income tax
 incontestable policy


 inform me
inform you


 insurance agent
insurance company

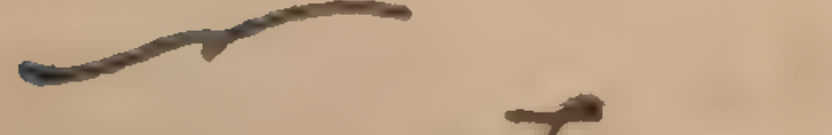
 into the matter
in conclusion

 in connection with
in connection with that

 in connection with the
in connection with this

 in consequence
in consideration

 indemnity policy
in due course

 in due time
in every respect

 in every way
in fact

2nd 2

in first-class condition
in full settlement

~~~~~

in good condition  
in good order

~~~~~

in his cross-examination
in many cases

~~~~~

in my mind  
in my territory

~~~~~

in my position
in my possession

~~~~~

in order to do so  
in our favor

~~~~~

in our hands
in our judgment

~~~~~

in our line of business  
in our opinion

~~~~~

in our position
in our possession

~~~~~

in our power  
in order to be

~~~~~

in order to be able
in order to insure

~~~~~

in order to judge  
in order to prepare

~~~~~

in order to purchase
in order to receive

~~~~~

in order to say  
in order to see

~~~~~

in order to write
in order to write him

in order to write me
in other words

in point of fact
in position

in possession
in proportion

in pursuance
in pursuance of an order

in reference to the matter
in regard to such matters

in regard to the matter
in relation to the matter

in reply to your communica-
tion
in reply to your favor

in reply to your inquiry
in reply to your letter

in reply will say
in reply will state

in reply would say
in settlement of account












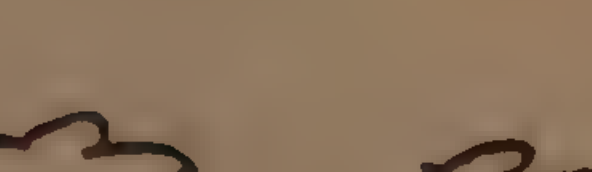




in so far as
in so many

in such a case
in such a cause

in such a condition
in such a manner

in such a state
in such a way

in that direction
in that regard

	in that respect
	in the country
	in the county
	in the course of a few days
	in the course of time
	in the event of
	in the first instance
	in the first place
	in the hope that
	in the matter
	in the meantime
	in the meanwhile
	in the next place
	in the report
	in the sale of
	in the same manner
	in the usual manner
	in the way
	in the world
	in the year of our Lord
	in these times
	in this case
	in this cause
	in this city
	in this connection
	in this country
	in this county
	in this court
	in this direction
	in this instance

in this manner
in this market

in this matter
in this office

in this respect
in this situation

in this state
in ton lots

in view of the fact
in which to do

in which you will
in witness whereof

in your city
in your line of business

in your section
is at hand

is it possible
is it possible that

is it necessary that
is it not possible

is there anything
is to hand

it is because
it is quite necessary

it is ordered
it is probable

it is said
it is some time ago

it is your duty
it may be

7	7	it ought to be
		it ought to have
1	2	it shall be
		it shall be done
8	7	it was said
		it will be a great pleasure
7	2	it will be considered
		it will fail
7	7	it will reach you to-morrow
		it will receive
7	7	it will require
		it would be
7	7	it would be likely
		Jesus Christ
7	7	job lot
		joint stock company
7	7	judgment of God
		just as well
7	7	just as well as
		just as well as not
7	7	justice of God
		Justice of the Peace (J. P.)
7	7	just mentioned
		just now
7	7	just received
		just taken
7	7	kind favor
		kind letter
7	7	kindly advise
		kindly advise us

kindly consider
kindly inform

kindly remit
kindly let me know

kindly let me hear from you
kindly note

kindly return
Know all men

Know all men by these pres-
ents

ladies and gentlemen

large number
last month

last night
last of this month

last of this week
last season

last session
last time

last week
last year

later on
latter part

law and order
lawful money of the United
States

lawful money of the United
States of America
learned friend

learned judge
least possible delay

left hand
legal tender

less than
letter of recent date

let me know
let us

let us hear from you
let us know

Liberal party
Lieutenant Governor

life insurance
life insurance company

line of credit
list of prices

list prices
little more fully

little or no
little or nothing

long ago
long past due

long time ago
long time due

look into the matter
Lord Chancellor

Lord God Almighty
Lord Jesus Christ

loss and damage (L. & D.)
low price

lower price
lowest price

man of business
many of them

many years ago
market price

market value
Master in Chancery

may be able
may have cause

may it please the court
may not have

member of Congress
member of Parliament (M.
P.)

member of the bar
member of the board

member of the cabinet
member of the committee

member of the House of
Commons
member of the House of
Lords

member of the legislature
member of the opposition

members of the bar
members of the board

men and women
men, women and children

Merchants Dispatch
Michigan Central

might be able
money market

months ago
more and more

more or less
more than

more than likely
more than that

murder of the first degree
murder of the second degree

Mr. Chairman
Mr. Speaker

My dear friends
My dear Madam

My dear Miss
My dear Mr.

My dear Mrs.
My dear Sir

my own case
my own opinion

my time
National Express Co.

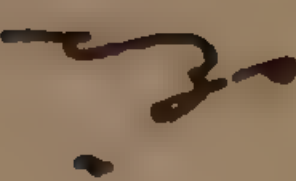



















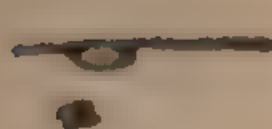









National Government
Nationalist party






























nature of things
necessary attention






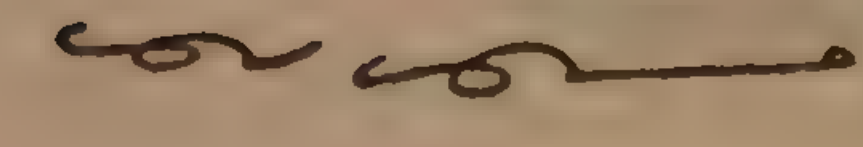
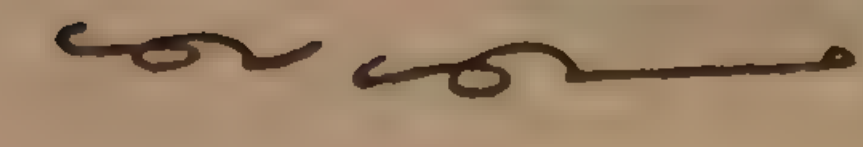






















necessary information
net premium






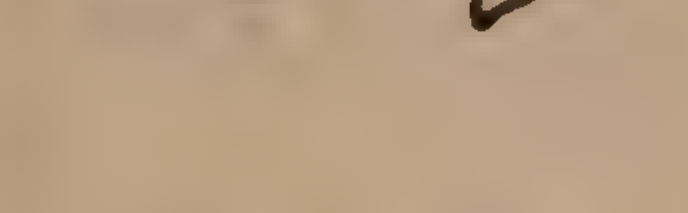
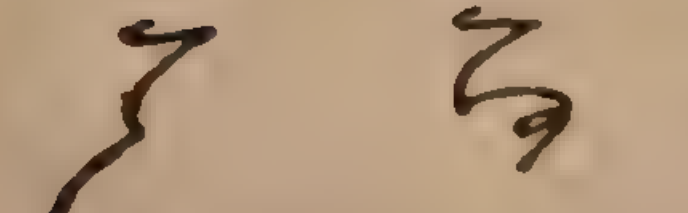





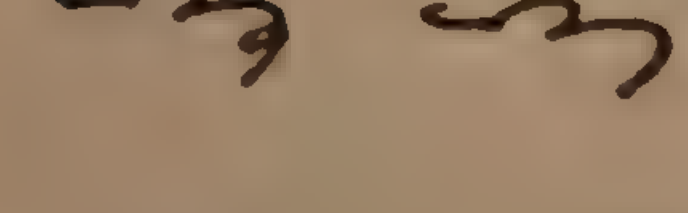





net proceeds
New England


New York
New York Central


		New York City New York draft
		New York State next best
		next best thing next day
		next election next month
		next place next session
		next thing next time
		next week next year
		no less no less than
		no longer no longer than
		no more than no more than that
		North America northern division
		Northern Pacific northwest
		northwestern no, sir
		Notary Public not less than
		not longer than not more than


		not only
		not only that
		not to my knowledge
		now and then
		now therefore
		objected to by the counsel
		objection sustained
		of all men
		of any kind.
		of course
		of course it is
		of course they will
		of his
		of his condition
		of his country
		of his own
		of importance
		O. K.
		of many of them
		of our own
		of our own price
		of this case
		of this city
		of this year
		of to-day
		of which it has been
		of which they have
		of which we have
		of which you have
		of your city


	of your claim of your trade
	on account of
	on account of my
	on account of that
	on account of the fact
	on account of their
	on account of the manner
	on account of these
	on account of the way
	on account of this
	on account of those
	on arrival of shipment
	on behalf
	on equal terms
	on hand
	on hearing from you
	on his part
	on or about
	on or after
	on or before
	on our behalf
	on our books
	on our line
	on our part
	on receipt
	on receipt of which
	on that occasion
	on that question
	on the contrary

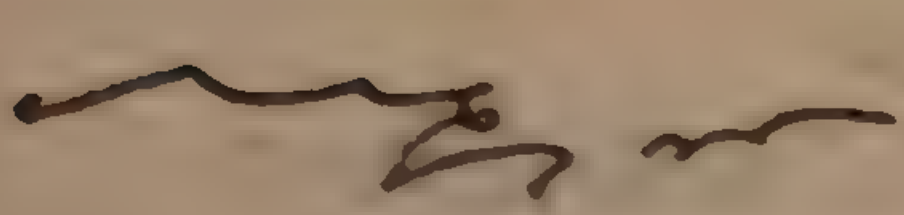
	on the dollar
	on the first occasion
	on the ground
	on the last occasion
	on the next occasion
	on the one hand
	on the one side
	on the other hand
	on the other side
	on the part of the defendant
	on the part of the plaintiff
	on the present occasion
	on the principle
	on the question
	on these conditions
	on the subject
	on the whole
	on this claim
	on this class
	on this line
	on this occasion
	on this question
	on this side
	on which we are
	on your line
	on your market
	one after another
	one-half
	one of my
	one of the best


 one of the most
one of these


 one of these days
one of those


 one or two
one or two occasions


 one or two questions
order will receive


 order will receive prompt at-
tention
other than


 ought to be
ought to be able


 ought to do
ought to do some business

 ought to have
ought to have been

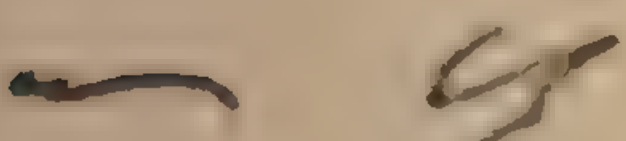
 ought to receive
our prompt and careful at-
tention

 our prompt attention
our requirements

 out of the city
out of the question

 out of the world
out of town

 over and above
over and above all

 over and over again
paid up policy

<i>for</i>	<i>be</i>	particular attention
		part of their
<i>and</i>	<i>1</i>	part of your trade
		party of the first part
<i>12</i>	<i>6</i>	party of the second part
		past week
<i>6</i>	<i>6</i>	people of God
		people of this country
<i>6</i>	<i>6</i>	people's party
<i>6</i>	<i>6</i>	per barrel
<i>6</i>	<i>6</i>	per bushel
<i>6</i>	<i>6</i>	per cwt.
<i>6</i>	<i>6</i>	per dozen
<i>6</i>	<i>6</i>	per gallon
<i>6</i>	<i>6</i>	per hundred
<i>6</i>	<i>6</i>	per minute
<i>6</i>	<i>6</i>	per month
<i>6</i>	<i>6</i>	per pound
<i>6</i>	<i>6</i>	per share
<i>6</i>	<i>6</i>	per steamship
<i>6</i>	<i>6</i>	per thousand
<i>6</i>	<i>6</i>	personal attention
<i>6</i>	<i>6</i>	personal estate
<i>6</i>	<i>6</i>	place of business
<i>6</i>	<i>6</i>	plaintiff's case
<i>6</i>	<i>6</i>	plaintiff's testimony
<i>6</i>	<i>6</i>	please advise me
<i>6</i>	<i>6</i>	please advise us
<i>6</i>	<i>6</i>	please find
<i>6</i>	<i>6</i>	please find enclosed

please forward

please give this matter

please let us hear from you
please let us know

please look
please order

please remember
please remember that

please remit
please remit us

please return
please say

please see
please send check

please ship at once
please ship goods

please ship me
please ship me at once

please ship us
please ship us at once

please state
please wire promptly




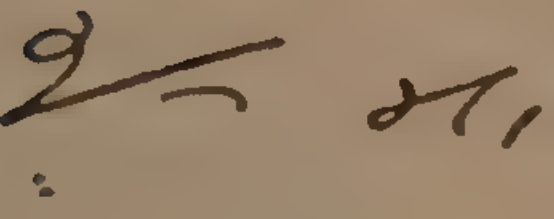



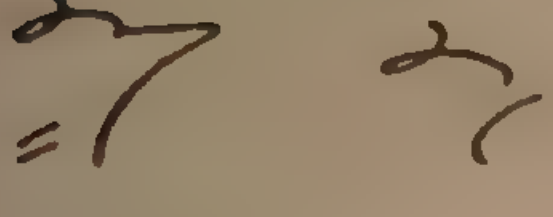







please write
please write him

please write me
P. M.

point of fact
point of view

postal card
postal money order

	Postmaster General postoffice
	postpaid power of attorney
	premium rate pretty well
	price current price list
	prima facie printed matter
	prisoner at the bar prompt attention
	proof of claim pro rata
	prove to your satisfaction purchase money
	question of time quite likely
	quite right quite sure
	railroad business rate of interest
	rather than recent date
	redirect examination referring to your claim
	referring to your favor referring to your letter
	replying to your favor replying to your kind

	replying to your letter Republican party
	rest assured right and wrong
	right hand right or wrong
	Safe Deposit & Trust Co. said party of the first part
	said party of the second part sample copy
	satisfactory manner school board
	school board committee season of the year
	Second National Bank second place
	Secretary and Treasurer Secretary of Agriculture
	Secretary of State Secretary of the Interior
	Secretary of the Treasury Secretary of War
	seems to me seems to say
	seems to us semi-annual dividend
	send this remittance set forth
	several days ago several hundred

	several hundred dollars
	several months ago
	several occasions
	several times
	shall be able
	shall be glad
	shall be glad to have
	shall be glad to hear
	shall be glad to know
	shall be glad to receive
	shall be glad to see
	shall not pass
	shorthand writer
	should be able
	should be glad to receive
	should you think best
	should you wish
	side by side
	since that date
	since that day
	since that time
	since this case
	since this is the case
	since then
	so as to get
	so as to give
	so as to make
	so as to receive
	so far as
	so far as I can

so far as I know
so long ago

so long as
so long a time

so many
so many times

so much
soliciting your orders

some difficulty
somehow or other

some of them
some of these

some of these days
some of those

someone else
something else

something like
some time

some time ago
some time before

some time or other
some weeks ago

some years ago
somewhere else

son-in-law
sooner or later

so that
so to speak

southern division
Southern Pacific

sw sw

southwest division
southwestern division

sa sa

special agent
special attention

so so

Standard Oil Co.
state if you know

ny ny

State of New York
state of things

st st

state to the jury
state what you did

st st

state what you know
state whether or not

st st

statement of account
state your name

st st

Stock Exchange
subject to my order

st st

subject to your commission
subject to your order

st st

subscribed and sworn to
supreme court

st st

systematic manner
take into consideration

st st

tariff reform
tell the jury

st st

ten days ago
testified as follows

st st

thanking you for the favor
thanking you for the order

st st

thanking you for your at-
tention
thanking you for your care-
ful attention

thanking you for your kind
attention
thanking you for your or-
der

that is not
that is not possible

that is not the
that is not the point

that is not the question
that is to say

that they are
that they will

that they will receive
that will be

the day and year
the latter part

the loss of time
the only difference

the only time
the only way

the right honorable gentle-
man
the time of payment

the time you mention
there are many things

there are some things
there is only

there shall be
there should be

there were many things
there were some things

they are
they are not

they are of the opinion
they are willing

they are willing to have
they do not
(See other phrases under
"I do not.")

they don't
(See other phrases under
"I don't.")

they may be able

they ought to be
they ought to be able

they ought to be glad
they ought to have

they think
they were

they were not
they will

they will be
they will be able

they will forward
they will have

they will not be
they will reach you

they would be able
they would be glad

they would be glad to have
they would be glad to re-
ceive

they would have.
they would like to have

they would like to know
they would like to see

they would receive
they would require

Third National Bank
third place

this account
this agreement

this case
this cause

this claim
this class of goods

this company
this consideration

this defendant
this indenture

this is an occasion
this is done

this is necessary
this is well known

this may be
this minute

this month
this morning

this order
this seems

this time
this week

24 24 this would be
this would perhaps

2 26 this year
three days' sight

1 28 three or four
three or four days

1 2 three or four months
thus done

6 30 time to pay
to a certain extent

3 32 to a considerable extent
to a great extent

7 34 to a large extent
to all concerned

3 36 to any one
to any one else

3 38 to any other
to any question

3 40 to assure you
to assure you that

6 42 to be able
to be done

7 44 to be sure
to call attention

3 46 to call his attention
to call your attention

3 48 to call your attention to the
fact
to call your attention to the
matter

to conclude
to-day or to-morrow

to deal with
to deal with the matter

to do any business
to do so

to do some business
to do something

to do the best
to do this

to enable
to enforce

to have and to hold
to have done

to have your trade
to hear from you

to him
to his attention

to judge
to know












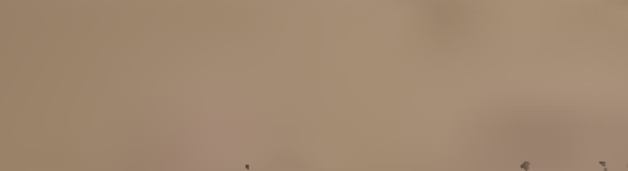





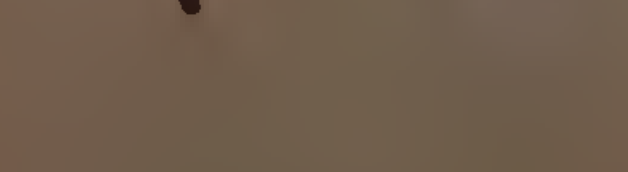

to load
to make a motion

to make known
to many of those

to me
to meet

to-morrow or next day
to my account

to my attention
to my credit

	to our agent
	to our place
	to place
	to please
	to remain
	to reply
	to sell
	to send a representative
	to send him
	to send them
	to send you
	to show
	to some extent
	to speak
	to such an extent
	to the best of my knowledge
	to the conclusion
	to this claim
	to this conclusion
	to this question
	to try to buy
	to us
	to which you refer
	to which your attention
	to which your letter
	to which your letter refers
	to which your question
	to whom it may concern
	to whom these presents
	to write him

to your credit
to your satisfaction

Tontine policy
too high

too large
too long

too small
traffic manager

treasury department
trusting to hear from you
soon

trusting you will
two or three

two or three months
under date

under cover
under separate cover

Union Pacific
United Kingdom (U.K.)


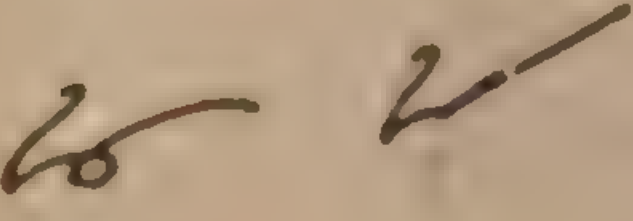
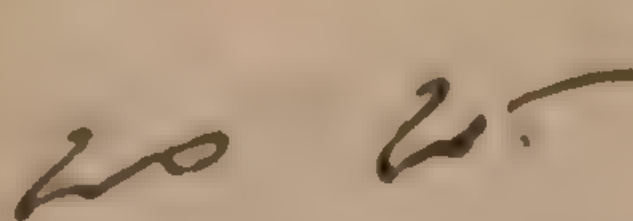



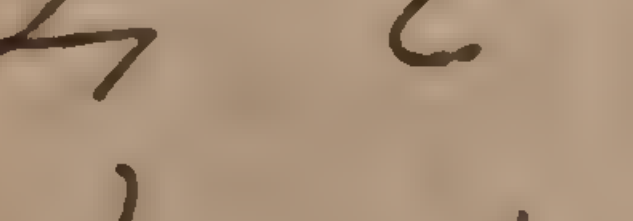





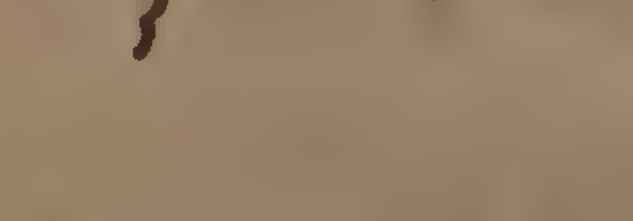
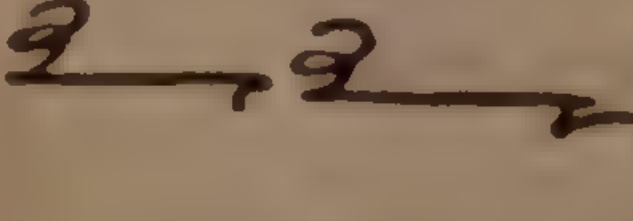

United Kingdom of Great
Britain & Ireland
United States (U. S.)

United States of America
(U. S. A.)
United States Government

United States Mail
up and down

upon receipt
upon receipt of your letter

upon that occasion
upon the subject

	upon the whole up to date
	up to that time up to the date
	up to the day up to the time
	up to this time very glad to have
	very long time very many
	very much Very respectfully
	Very respectfully yours Very sincerely
	Very sincerely yours very soon
	Very truly Very truly yours
	vice versa was asked
	was considered was it right
	ways and means Ways and Means Commit- tee
	we agree we are advised
	we are afraid we are aware
	we are aware of the fact we are favored

27

27

we are in a position
we are informed

27

27

we are in possession
we are in receipt of

27

27

we are in receipt of an or-
der

we are in receipt of your
check

27

27

we are in receipt of your es-
teemed favor

we are in receipt of your es-
teemed letter

27

27

we are in receipt of your es-
teemed order

we are in receipt of your
favor

27

27

we are in receipt of your
letter

we are in receipt of your
order

27

27

we are of the opinion
we are pleased

27

27

we are pleased to hear
we are pleased to know

27

27

we are pleased to say
we are pleased to see

27

27

we are pleased to state
we are prepared

27

27

we are sorry
we are sorry to hear

27

27

we are sorry to learn
we are sorry to say

		we are sure
2	2	we are very sorry
	2	we are, Very truly yours
2	2	we are, Yours respectfully
		we are, Yours truly
2	2	we are, Yours very truly
		we ask your attention
2	2	we assure you
L	L	we beg to acknowledge
		we beg to acknowledge re- ceipt
L	L	we beg to advise
		we beg to assure you
L	L	we beg to enclose
		we beg to mention
L	L	we beg to quote you
		we beg to say
		we can get
2	2	we can not possibly
		we can not see
2	2	we can see
		we confirm
2	2	we consider
		we consider these things
2	2	we could be able
		we could not be able
2	2	we desire to thank
		we did our best
L	L	we do not
		(See other phrases under "I do not.")

we duly received
we enclose

we enclose account
we enclose copy

we enclose statement
we feel sure

we find
we have been

we have been able
we have decided

we have done
we have done so

we have done our best
we have duly considered

we have given
we have known

we have no doubt
we have not been able

we have now
we have received

we have the honor
we have to-day

we have your esteemed fa-
vor
we have your esteemed let-
ter

we have your esteemed or-
der
we have your favor

we have your letter
we have your order

we hope
we intend

we make the
we may be

we may be able
we may be sure

we may mention
we may not be able

we might have been
we must ask

we must ask you
we must ask your attention

we must confess
we must give

we note what you say
we realize

we regret to say
we remain


we remain, Very truly yours
we remain, Yours respect-
fully,


we remain, Yours truly
we remain, Yours very truly


we remember
we respectfully


we respectfully call your at-
tention


we return
we send herewith
we send you


 we send you to-day
we shall be


 we shall be able
we shall be glad


 we shall be glad to hear
we shall be glad to receive


 we shall not be able
we shall send you

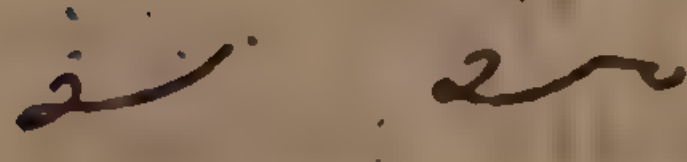
 we should be
we should be able


 we should be glad
we should not be able


 we think
we think this will be


 we told him
we told you


 we trust
we trust you will

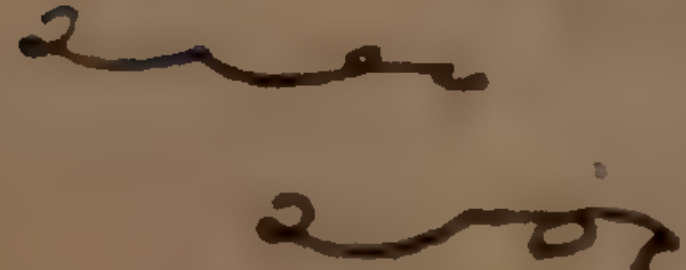
 we want
we want to know

 we will
we will allow

 we will allow you
we will be able

 we will be pleased
we will be sure

 we will forward
we will have

 we will let you know
we will not accept

we will not be able
we will pay

27 26

we will probably
we will say

27 26

we will see
we will ship

26 21

we will ship at once
we will ship you

27 21

we will ship you at once
we will therefore

27 21

we would advise
we would be able

27 26

we would have been
we would have been able

27 26

we would have been glad
we would have had

27 27

we would like to have
we would like to know

27 27

we would like to see
we would like to sell

27 27

we would not be able
we would probably

27 27

we would request
we would respectfully

27 27

we would say
we wrote you

26 27

week or so
week or ten days

27 27

week or two
week or two ago

27 27

weeks ago
were not

were there
were there any

were you in the
western division

Western Union
what a lot

what are necessary
what are you

what did you do
what did you find

what do you know
what do you mean

what do you mean by say-
ing

what do you mean by that

what do you think
what do you want


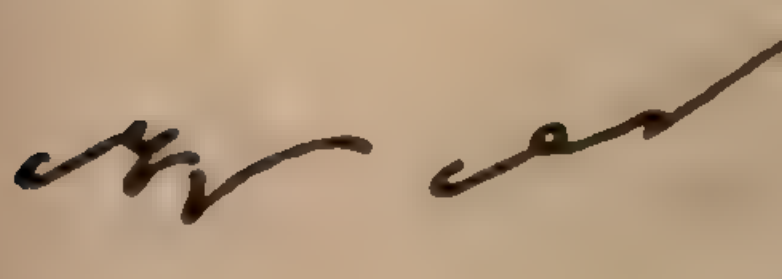





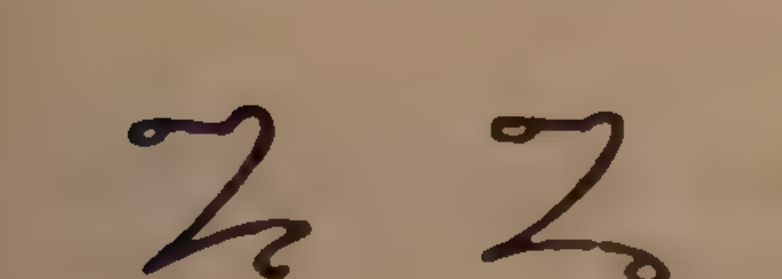
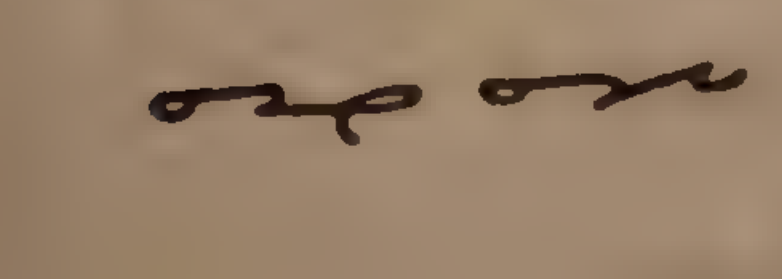
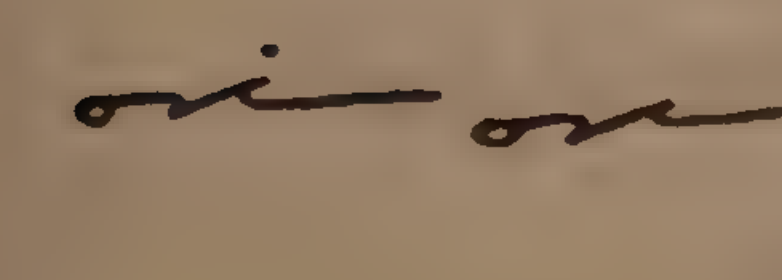
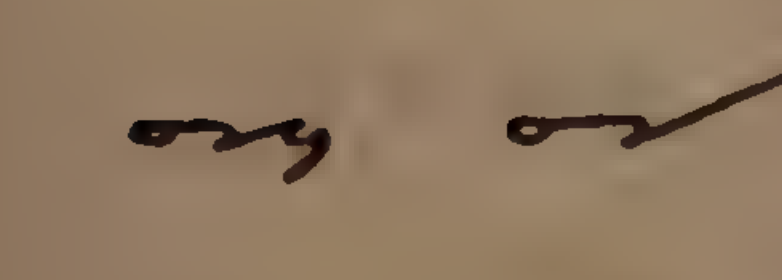




what is called
what is to be done

what is your age
what is your business

what is your name
what is your name and bus-
iness

what shall be
what to do

what to do in the matter
what took place

	what was said
	what was said and done
	what was the understanding
	what were you doing
	what you can do
	when I see
	when I was
	when you came
	when you can
	when you cannot
	when you first
	when you first saw
	when you have
	when you have done
	when you have done so
	when you have given
	when you next
	when you told
	when you told him
	when you told me
	when you told us
	when you would
	where are
	where did the
	where did you go then
	where did you make
	where did you see
	where do you live
	where do you reside
	where is your

or or

where it is
where it was

ay es

where it will be
where were you

e b

whether or not
which has been

b b

which has been done
which have taken place

b b

which is the only way
which it is believed

b b

which might have been
which we consider

b b

which we consider to be
which will be duly consid-
ered

b b

which will have due consid-
eration
which will enable

4 7

which would be
which would have been

b b

which you sent
which you will receive

b b

which you will see
who have

2 2








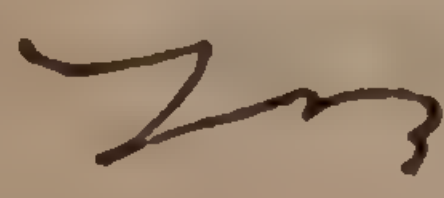



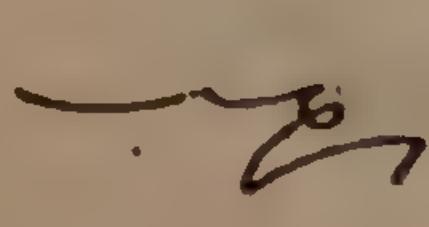


















who have done
who have tried

in in

who told him
who told you

7 in

who was
whole lot

		why did why do
		why have why not
		will be able will be duly considered
		will give will have due consideration
		will have no doubt will reach you
		will receive will receive prompt atten- tion
		will there be will write
		will you be kind enough will you consider
		will you consider the mat- ter
		will you kindly will you please
		will you please say will you send
		will you state will you tell the jury
		will you write wire me at once
		wire reply with kind regards
		with only

with or without
with reference to the

or

with reference to the matter
with regard

or

with regard to the matter
with respect to the matter

or

with that end in view
with the least possible delay

or

with the understanding
with them

or

with these
with these men

or

with this case
with this company

or

with this firm
with this matter

or

would be able
would be glad to have

or

would be glad to hear
would be glad to know

or

would be glad to receive
would be glad to see

or

would not be
write him

or

write me
year or two







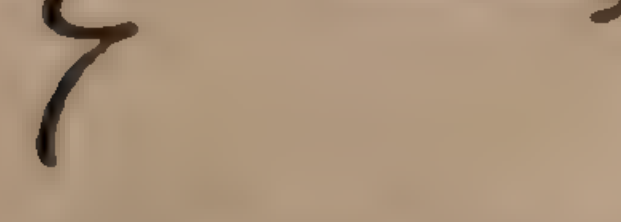


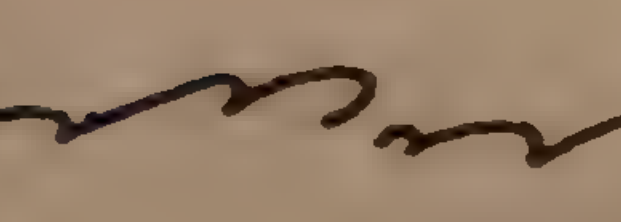









or


year or two ago
years ago


or


years of age
yes, sir


or


	you agree
	you are advised
	you are aware
	you are aware of the fact
	you are hereby
	you are hereby summoned
	you are in a position
	you are in possession
	you are not obliged
	you are prepared
	you are probably
	you are requested
	you are right
	you are sure
	you are wrong
	you can do
	you can do this
	you can do so
	you can get
	you can have
	you can have no
	you could be able
	you could not be able
	you do not
	(See other phrases under "I do not.")
	you don't
	(See other phrases under "I don't.")
	you have doubtless


 you have been able
you have had


 you have no
you have no time


 you have not been able
you have now

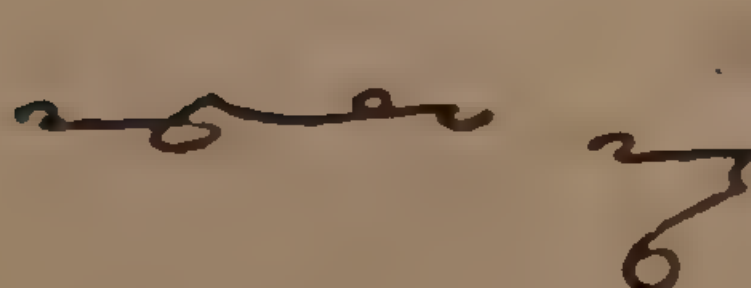
 you have received
you have to-day


 you may be
you may be able


 you may be sure
you may consider


 you may do so
you may not be able


 you may not have
you might ask


 you might let us know
you must be able


 you must consider
you must decide

 you must see
you told him

 you want
you want to have

 you want to know
you will arrange

 you will be
you will be able

 you will be sorry
you will be sure

- you will find*
you will find enclosed
- you will have*
you will let me know
- you will not be able*
you will note
- you will pardon*
you will probably
- you will readily*
you will see
- you will understand*
you would be
- you would be able*
you would not be able
- you would not be willing*
your esteemed favor
- your esteemed letter*
your esteemed order
- your favor*
your favor of recent date
- your favor received*
your immediate attention
- your insurance*
your kind attention
- your kind attention to the*
matter
your kind attention to this
- your kind attention to this*
matter
your kind favor

your letter
your letter in reply

your letter of recent date
your letter reached me

your letter received
your many favors

your message
your order received

your order will have
your order will have immediate attention

your order will receive
your order will receive prompt attention

your question
your reply to my letter

your statement
your telegram

your valued favor
your valued order

yours duly received
yours duly to hand

Yours faithfully
yours of to-day

Yours respectfully,
Yours sincerely

Yours truly
Yours very sincerely
Yours very truly

